



# Excursion and Incursion Policy

Implemented: April 2013

Review: April 2015



## RATIONALE

At St Anthony's, we strive to be a creative learning community, providing students with an education that prepares them to meet the challenges of a changing society. We believe that excursions and incursions form an integral part of the educational experience and should be relevant to the current classroom program.

Excursions to particular venues are normally chosen to support a curriculum area for a grade. Incursions may be chosen for, and conducted with, either a particular grade or stage, or the whole school. In the case of whole-school incursions, the program provided will be adapted to meet the learning needs of particular grades or stages. Incursions may include dramatic or musical performances, or other touring learning experiences related to Key Learning Areas.

## AIMS

To offer excursions and incursions that:

- enhance and stimulate classroom learning
- provide a safe, enjoyable and productive learning experience
- provide an opportunity for shared experience.

## IMPLEMENTATION

### *Preparation*

- Organising teachers will complete an Excursion Proposal Form (See Appendix) including approximate cost, itinerary and links to the Key Learning Area
  - Risk assessment documentation and quotes/booking forms from all excursion/incursion and transport companies involved must be attached
  - This is to be submitted to the principal at least five weeks prior to excursion or incursion.
- Organising teachers will ensure that:
  - The financial impact of excursions on families is adequately considered; and
  - The planning and approval process takes account of the cumulative impact of all school excursions and incursions throughout the year.
- Parents in cases of genuine financial hardship are encourage to discuss matters with the principal so that arrangements can be made
  - As excursions and incursions are considered a compulsory part of the curriculum, a student will not be denied the opportunity to attend based on the inability of their parents to pay costs.
- The principal reserves the right to exclude any student from an excursion or incursion in exceptional circumstances, after consultation with parents
- Organising teachers will send appropriate information to parents stating costs involved and students' requirements. This notification must be made one month prior to the excursion or incursion date.
  - Earlier notification will be made for overnight excursions
  - Initial notification may be in the form of a calendar date in the newsletter.
- Organising teachers must receive a signed permission note from a parent or carer for each student prior to an excursion or incursion
  - If this is not received by the due date as stated on the note, the onus is on the organising teacher to reissue permission notes and/or contact parents/carers prior to the excursion or incursion
  - Permission notes must then be retained by the classroom teacher until the end of that school year
  - If any incident occur on the excursion, permission notes of the students involved need to be retained until the child reaches the age of 24 years
  - All money received is to be sent to the office via the class office bag.
- When organising supervision for excursions, organising teachers will take into consideration the need to select and notify suitable adult helpers

- The student/parent/teacher ratio will vary according to the age of the students and the nature of the excursion
- Teachers in their first year of service will not be given sole responsibility for the supervision of students on an excursion
- A teacher (or other adult authorised by the principal) with elementary first aid training must be assigned to any excursion. This training must be renewed at two-year intervals.
- Organising teachers are to ensure that all bookings are made and confirmed through the finance secretary
  - For excursions, this will include booking of transport and venues
  - For incursions, this will include booking of presenters and arrangement of an appropriate space in the school for the incursion in consultation with the assistant principal.
- Teachers attending excursions will reorganise their duty (if necessary) by swapping with another member of staff
- Arrangements will be made in consultation with the principal for any student not attending excursions or incursions
- The coordinating teacher is responsible for arranging the assistance of, and meeting with parent helpers as required to inform them of duties and responsibilities
  - Parent helpers must have completed child protection training and a prohibited employment declaration
- Teachers will collect required medication and instructions prior to leaving school
  - Students may carry own medication with approval from the principal in exceptional cases
- Organising teachers will leave a copy of the excursion itinerary with the principal or assistant principal prior to departure.

### ***Notification of Parents***

- All permission notes will include the following:
  - Purpose of excursion
  - Venue
  - Date and time
  - Travel arrangements
  - Total cost
  - Wet weather arrangements (if appropriate)
  - Clothing
  - Food arrangements
  - Spending money (if appropriate)
  - Special requirements (cameras, containers etc)
  - Names of organising teacher(s), that is the teachers in charge.
- A tear off permission slip should include:
  - Student's name
  - Student's class
  - Parent/Carers signature
  - Date and time of excursion
  - Mode of transport
  - Details of amount of money to be enclosed
  - Emergency contact number.
- Refer to Appendix 3 for a Sample Excursion Note.

## Excursion

- Organising teachers are responsible for ensuring the safe and effective conduct of the excursion at all times
  - Organising teachers have a duty of care to all students on excursion, including those under the supervision of parent helpers
  - Teachers will maintain high standards of conduct whilst on excursion, ensuring safety and modelling appropriate behaviour to their students
  - Teachers will not smoke or consume alcohol whilst on the excursion.
- Organising teachers will be responsible for collecting and taking with them all requirements for the excursion, including:
  - permission slips and class list including phone numbers
  - a school first aid kit
  - medication and instructions
  - mobile phone, with phone number supplied to the principal, assistant principal and office.
- Organising teachers are responsible for ensuring that parent supervisors carry out their duties in a responsible manner, upholding the safety of those in their care. To ensure this:
  - Teachers may, at their discretion, determine that students are not in a supervision group with their parents
  - Parents who are unable to attend an excursion must notify teachers as soon as possible
  - Organising teachers will arrange a replacement helper if a parent cannot attend
  - Pre-school aged children will not be brought to the excursion
  - Parent helpers will not purchase food or other items for their group of students unless specifically asked by the teacher
  - Parents will not smoke or consume alcohol whilst on the excursion.
- Refer to Appendix 4 for a Note for Parent Helpers.

## BUDGET

Parents pay an incursion fee annually. This fee covers the costs of curriculum-based incursions, as well as the cost of whole-school sporting events such as the Athletics Carnival. The expenditure of this fee is the responsibility of the principal.

Parents pay the costs of excursions as requested prior to the excursion. The excursion cost is determined in order to cover all expenses incurred in the administration of the excursion. Collection and payment of excursion costs is the responsibility of the finance secretary.

A pastoral care fund is administered by the school, and may be used to defray the costs of excursions for families experiencing genuine financial hardship. This fund is the responsibility of the principal.

## EVALUATION

The leadership team will evaluate this policy every two years.

## ASSOCIATED DOCUMENTS

School Documentation

- [Mission and Vision Statement](#)
- [Learner Profile](#)
- [Wellbeing Policy](#)
- [First Aid Policy](#)
- [Medication Policy](#)
- [Asthma Policy](#)

## System Documentation

- Child Protection Procedures and Guidelines
- Excursions Policy

## Government Documentation

- [Excursions Policy](#) (NSW Department of Education and Communities)